

Unitarian Universalist Congregation of Duluth
Minutes of the Board of Trustees Meeting
Tuesday, October 27, 2009, 7 PM College Street

Board of Trustees present: Ruth Strom McCutcheon, Kathy Heltzer, Alison Lutterman, Beth Marks, Gloria Walters, Jim Lund and Carol Michaelson.

Others present: Reverend Gail Marriner, Kathy Stinnett, and Sanna Shields.

Meeting was called to order.

Alison moved to accept the minutes from the September 22nd Board meeting and minutes from the October 4th special Board meeting, second by Jim, the motion carried.

Treasurer's Report

- Gloria reported that things are not very good right now for the budget. The fall influx of pledges and plate donations didn't happen to the degree that was hoped. The letter mailed last month to those more than 25% behind in 2009 pledges also did not have a huge response. Another hit to the budget was that the profits generated from the Prairie Star District Annual Conference (\$12,000) were finally split with the district, plus a return of \$2,000 in seed money. Utilities continue to be over budget. Gloria has sent an email to leadership and staff asking for a halt in unnecessary spending through the end of this year. The next step to approach this problem may be to call individuals who have fallen behind in pledge payments. Kathy Stinnett pointed out that overall the expenses are running under budget, so the budget shortfall is due to a decrease in income.
- The Board agreed that committees should be assured that money currently allocated to projects will become automatically available to those projects again when funding allows, without having to repeat the approval process.
- The Finance Council has invited the Board members to attend the November 17th Finance Council meeting at 5pm.
- Fundraising was discussed. Koresh has volunteered to hold a fundraising dinner and the Annual Bake and Craft Sale is scheduled for December 13th. Gloria would like to encourage anyone else with fundraising interests or ideas to contact her.

Newsletter Policy

UUCD Newsletter Policy

The responsibility for the editorial policies and practices of the UUCD monthly newsletter rests with the Board of Directors. The Newsletter Editor (currently the Congregational Administrator) is responsible for the production of the newsletter and for implementing Board policies. The editor is granted the right to edit material that is too long or contains incorrect grammar or spelling, and to refuse material that is not appropriate; however, every effort will be made to be inclusive. Dialogue related to specific topics will not be printed in the newsletter. A forum for airing opinions (such as an editor's page) is not provided.

The Primary function of the newsletter is to inform the congregation of UUCD programs and activities. Space and emphasis will be allocated according to the following priorities:

- Information about Sunday services
- Communications from the minister
- Information about religious education programs and classes (all ages)

- Music programming schedules and news
- Information about all-church functions, e.g. annual canvass, congregational meetings
- Communications from the Board, the staff and UUCD committees and groups, limited to reporting on recent meetings and events and announcements of upcoming events of interest to members and friends (excepting minister's communications)
- News of UUCD members/friends; brief announcements of members' special needs
- District and denominational news
- As space permits, community news and announcements of activities of organizations of particular interest to UUCD or its members

Advertisements for ongoing business or professional services will not be published, but the newsletter will accept a one-time announcement of a member's ENTRANCE into a business or profession. Announcements of classes held at UUCD may be published before the beginning of each new class session.

All UUCD newsletter articles are to be to the editor by the 17th of the month unless requested earlier to accommodate holiday schedules, and released by the first of each month. It will be made available on our UUCD website as soon as possible after completion and subscribers will be notified when it is available on the website. Priority will be given to items received on time or early. Late submissions may not be included due to space constraints.

Submissions should be directed by email to the editor at uucduluth@gmail.com. in a .doc (Microsoft Word) format or a format compatible with Word.

Any questions or problems concerning the newsletter should be addressed to the first to the editor, then to the Board President.

Date approved by the Board: October 27, 2009

- Alison moved to approve the Newsletter Policy, second by Ruth. The motion carried.

Website Policy

- The Board discussed the need to create a policy for content posted on our website. Questions such as what is appropriate and who decides should be addressed.
- Kathy Stinnett will look for a prototype of such a policy on her church administrators list serve.

Congregational Covenant

- Barb Akre, Jerry Challman, Ruth Strom McCutcheon and Gloria Walters, who make up the Ad Hoc Steering Committee for the Congregational Covenant, have all received copies of the book Behavior Covenants for Congregations. The committee is meeting soon to set the dates for discussions of the book. Additional copies will be ordered and the discussions will be open to the congregation. After the book discussions have taken place a workshop to create a covenant will be scheduled for January and/or February, with the ultimate goal of having a draft covenant ready for vote by the congregation at the May congregational meeting.

Bylaws Ad Hoc Committee

- Alison reported that the committee has met and they are working on a draft, the next meeting is scheduled for November 12th.

Board Retreat Agenda

- Kathy H. had sent out draft agendas to Board members.

Consent Agenda

- Gloria moved to approve the Consent Agenda, second by Alison. The motion carried.

Congregational Meeting

- Alison will work on the timeline to insure notifications are sent to the congregation at the right times.

Wayside Pulpit

- Gloria explained that the Peace and Justice Committee would like to put a “War is Not the Answer” sign outside. The position of the Committee is that since the congregation has voted to become a “Peace Congregation”, outdoor anti-war statements would be appropriate. The Board did not approve this request, although they agree in principle. The BOT would like to see a policy in place before any precedent is set. The Board welcomes anyone in the Peace and Justice Committee to participate in drafting a policy.

Paid Part-time Membership Position

- Ruth handed out a job description for a New Member Coordinator and asked the Board to consider this proposal from the Membership Committee. Ruth shared that those congregations who employ paid membership recruiters see substantial growth, and that the position would essentially pay for itself after it draws eight additional pledging units (considering an average of \$1000 annual contribution per unit).

Defining Membership

- Considering that the cost per member of fees to the UUA (\$75), the Board discussed whether a re-definition of membership at UUCD is in order. Asking for membership renewals along with pledges was one suggestion for dropping non-active members from the roles. Looking at creating different categories of membership was another idea presented. Alison suggested that this topic might take a long time to process and perhaps setting a goal for bringing a proposal to the congregation at the Congregational Meeting in December of 2010 would make sense. The Board will discuss this topic again.

Sunday Visitor Greeting/Board Welcome & Qualified Highlights

Nov 1 9:30 **Beth** 11:30 **Gloria**
Nov 8 9:30 **Jim** 11:30 **Carol**
Nov 15 9:30 **Alison** 11:30 **Ruth**
Nov 22 9:30 **Alison** 11:30 **Kathy**
Nov 29 9:30 **Beth** 11:30 **Carol**

Agenda setting meeting

Wednesday, November 24th at 9:30am @ Beth Mark's home: **Kathy, Ruth, Beth, Gloria and Gail**

Next board meeting **Tuesday, December 1st @ 7 pm** UUCD

Submitted by Sanna Shields

****AMENDED TO ADD:** The meeting went into closed session at the minister's request. The Board discussed Alan Zeppa's request pertaining to his canvass testimonial. The Board of Trustees directed Kathy Heltzer to speak on behalf of the Board at both services on November 1st.